Worksheets (Ref. No. 2.6)

Match the following

REWIND

PLAY

PAUSE

PREVIOUS TRACK

STOP

NEXT TRACK

FAST FORWARD
Worksheets (Ref. No. 2.7)
Use Paint Application to do the following exercises.

1. Paint my Home!

2. Paint me!!
Make me colourful..

3.
4. Colour the beads!!

5. Draw a flower and colour it.

<table>
<thead>
<tr>
<th>Title</th>
<th>Worksheets related to Input and Output concepts.</th>
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<td>May, 2007</td>
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<tr>
<td><strong>Contributors</strong></td>
<td>Neela, Farida, Meera Hirani</td>
</tr>
<tr>
<td><strong>Std</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Reviewers</strong></td>
<td>Farida</td>
</tr>
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<td>Worksheets related to Input and Output concepts.</td>
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<td>1 Session</td>
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<td><strong>References</strong></td>
<td>None</td>
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</table>
1. Label which is the input and output devices in the figures below

1. _________________  __________________________
   __________________________

2. _________________  __________________________
   __________________________
2. Answer True or False:

a. Your eyes are the input devices of your body. True / False.

b. Petrol is an output device for a vehicle running on the road. True / False.

c. The computer uses an output device to show us something. True / False.

d. We use input devices to tell the computer what to do. True / False.
3. Sort which are the input and output devices of the computer and write their names

<table>
<thead>
<tr>
<th>Input/Output Device</th>
<th>Input/Output Device</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Keyboard" /></td>
<td><img src="image2" alt="Speaker" /></td>
</tr>
<tr>
<td><img src="image3" alt="Monitor" /></td>
<td><img src="image4" alt="Mouse" /></td>
</tr>
<tr>
<td><img src="image5" alt="Printer" /></td>
<td><img src="image6" alt="Computer" /></td>
</tr>
</tbody>
</table>

4. Does your school computer system have speakers? How many?
5. The following are names of output devices. Fill in the blanks to identify them.

   a. M __ n __ o __

   b. __r __ n ____ r

6. Look at the flowing and answer the following questions:

   a. Give the name of the above picture.

   b. How many alphabet keys does the keyboard have?

   c. How many number keys does the keyboard have? Do you think it should have more? Why?

   d. What happens if you press the ‘a’ key?
7. MATCH THE COMPUTER PARTS.

<table>
<thead>
<tr>
<th>Image</th>
<th>Label</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="CD" /></td>
<td>CD</td>
</tr>
<tr>
<td><img src="image2" alt="Webcam" /></td>
<td>WEBCAM</td>
</tr>
<tr>
<td><img src="image3" alt="Speakers" /></td>
<td>SPEAKERS</td>
</tr>
<tr>
<td><img src="image4" alt="Printer" /></td>
<td>PRINTER</td>
</tr>
</tbody>
</table>
What is this?

Point where is:
  a. CD ROM Drive
  b. Floppy Disk Drive
  c. Power Button?

Which one is:
  d. Left Click
  e. Right Click

What is this?
Mr. Floppy Scan wants to attach all the additional parts of the computer to the basic parts of the computer but doesn't know the way can you guide him?

WHICH ONE IS:
CD
Floppy Disk
<table>
<thead>
<tr>
<th>Title</th>
<th>Worksheets and Lab Exercises for Additional Uses</th>
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<tr>
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<tr>
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<td>Sanjivani Salunke</td>
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<td>2</td>
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**Brief Description**: Worksheets and Lab Exercise

**Goal**: To test the student's knowledge of additional uses of computer, particularly, text editor and calculator

**Pre-requisites**: Student must have understood the usage of text editor and calculator

**Duration**: One Session

**References**: None
**Worksheet**

**Text Editor**

1. Check out for which of the following uses can the text editor be used?

- Writing letters
- Math calculations
- Maintaining class records
- Playing games
- Listening to music

2. Number the following to indicate the steps you will follow to start a text editor?
3. Match the following:

- Minimise
- Restore
- Close

Lab Experiment:

In the lab ask students to write a few lines on any one of the following topics in Notepad and execute the instructions given in options (a) to (f).

My Mother
My School
My Teacher

(a) Open the Notepad.
(b) Write the text related to one of the above subjects
(c) Save the file.
(d) Use the scroll bar to do up-down scrolling.
(e) Try to place this window at the some other place on the desktop.
(f) Close the Notepad.
Calculator

1. Number the following to indicate the steps you will follow to start a calculator

2. Match the following, functions and button symbol

   a) Addition
      - *

   b) Subtraction
      - +

   c) Multiplication
      - /  

   d) Equal to
      - -  

   e) Division
      - =
3. What is the calculator in the computer used for?

- Writing letters
- Math calculations
- Maintaining class records
- Playing games
- Listening to music

Lab Experiment

Give the few problems to solve using a Calculator on the computer and tell students to write the results in notebook.

- $(2 \times 4) + 3 = \underline{\hspace{3cm}}$
- $20 + 50 + 5 = \underline{\hspace{3cm}}$
- $(5 - 3) + 2 = \underline{\hspace{3cm}}$
- $(9 \div 3) \times 1 = \underline{\hspace{3cm}}$
Worksheet (Ref. No. 2.20)

Select which is the right way of using a computer. (Tick the right ones)
<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
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<td>2.22</td>
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<td>Contributor</td>
<td>Usha Viswanathan</td>
</tr>
<tr>
<td>Std</td>
<td>II</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Farida</td>
</tr>
</tbody>
</table>

**Brief Description**: Worksheets and lab exercises related to text editor and keyboard.

**Goal**

**Pre-requisites**

**Duration** | One Session

**References**
1. Colour the keyboard as follows:

1. Red colour for number keys
2. blue colour for the alphabet keys
3. Green for Esc key
4. Brown for Caps lock key
5. Pink for arrow keys
6. Yellow for shift keys
7. Orange for Ctrl keys
2. Following is the list of short cut Keys using control and what they can do. Match it appropriately

   \^x                   Copying the selected text/picture
   \^v                   Double underline
   \^i                   Single underline
   \^u                   Make text italic
   \^c                   Make text bold
   \^b                   Pasting the selected text/picture
   \^d                   Cutting the selected text/picture

3. Can you guess which of the following I am?

<table>
<thead>
<tr>
<th>Arrow key</th>
<th>Number key</th>
<th>Caps Lock key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esc key</td>
<td>Shift key</td>
<td>Ctl key</td>
</tr>
</tbody>
</table>

1) I allow you to move the cursor up, down, left and right.

2) When you press me with alphabetic keys, you can type capital letters

3) You use me to type numbers

4) If you press me you can type capital letters continuously

5) If you press me with a special letter key you can give command to the computer. I help you to make changes in the document quickly.

6) You can press me and exit
4. Supandi does not which keys are seen on a keyboard. Can you help him by colouring them?
Worksheet( Ref. No. 2.25)

1. Match the following buttons with their respective functions:

   - ![Copy icon] Copy
   - ![Cut icon] Cut
   - ![Paste icon] Paste
   - ![New icon] New
   - ![Save icon] Save

2. Select from the toolbar the buttons:
   - to make the font Bold-
   - to underline a word-
   - to change the size of the font-

3. Fill in the blanks using the correct word from brackets:

   1. If there are more elements than can be displayed on the screen, then a ________ allows the user to scroll through all the contents. (scroll bar/ tool bar/ menu bar)
   2. The ________ option on the menu bar allows the user to do operations like open/ close/ save/ print files. (file/ edit/ insert)
   3. A ________ is a set of tools that are grouped together into an area on the main window. (menu bar/ toolbar/ scroll bar)
4. Find the following words !!

SCROLLBAR TOOLBAR WINDOWS COPY
PASTE SAVE MENUBAR

T H S C R O L L B A R
O G S D P M V Z J R O
O J C O P Y L K E E S
L O M E N U B A R O A
B O A N U R O W Q P V
A P M P A S T E T Y E
R U W I N D O W S P J
X E U P D D H K L B D
1. Arrange in proper order
Ratish wants to open a new document, tell him what steps he should follow:

2. Neha wants to save the letter she wrote to her uncle. Can you tell her what steps she should follow? (Number the steps in order)
3. Is there a short cut to save the file? What is it?
Work Sheet (Ref. No. 2.27)

Fill in the blanks with the following words. [A word can be used more than once ]

Save    Save As    Name    Location    Open

1. For saving a previously saved file, select the ________ option in the ‘File’ menu.
2. For saving a file for the first time, _____________ option takes place even if we click on the _____ option.
3. In order to save a previously saved file to a different name, use ___________ option.
4. In the ‘Save As’ dialog box, we should specify the _______ and _______ of a file.
5. __________ option allows us to save a file with a different name.
6. Use _____ option in the 'File' menu to open a saved file.

Lab Exercise

1. Create a document in Open office Writer and save it in a folder named ‘MyDir’. Check the type of the document saved.
2. Open the same file, edit and save it using a different name in the same folder.
1. For performing an operation on a file, you need to _______ the file by clicking on the file.

   a) Select                   b) Open                   c) Cut

2. You can rename the file by _________________click on the file name.

   a) Right                    b) Left

3. You have to cut a file, arrange the steps in proper order

   Paste the file  Select the file  Cut the file

4. You have to copy a file, arrange the steps in proper order

   Select the file  Copy the file  Paste the file
5. You have to delete a file from trash, arrange the steps in proper order

- Select the File
- Move to Trash
- Delete from Trash
**Worksheet (Ref. No. 2.29)**

1. Rita wants to open a file, tell her what steps she should follow

2. Sameer made a card for his mother. It is now in my documents. He wants to copy this file to the desktop. Can you tell him what steps he should follow?
3. Diya wants to move the paint files she made in Class I to trash. Tell her how to do it.

4. Nisha wants to rename the file her brother made and save it by her name. Tell her how she can do it
5. Answer the following questions

1. What are the operations that you can perform on a file?
2. How to delete a file permanently from its storage?
3. Can a file moved to Trash be restored to its original location?
4. What are the difference between 'Save' and 'Save as' options?
5. What are the ways to create a new document?
6. Can the symbol ‘/’ be included in the name of a file in a Linux system?
7. Is the filename '2ndStd' a valid one?

**Lab Exercises**

Create a file to store the Roll No: and Name of any 10 students in your class as

<table>
<thead>
<tr>
<th>Roll No</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>_____</td>
</tr>
<tr>
<td>2</td>
<td>_____ etc...</td>
</tr>
</tbody>
</table>

Save it by the name 'students' in a folder named 'School'.

- Close the file and open it again.
- Add each student’s mother’s name as a separate column headed 'Mother’s name'.
- Save the file using another name 'students-info' in the same folder.
- Close the file.
- Open both the files and check whether there is any difference in the contents of the file.
- Move the file 'students-info' to another directory by changing its name to 'students-details'.
- Add the name of the subjects you are taught at the end of the file 'students'.
Worksheet (Ref. No. 2.30)

Fill in the blanks

1) Choose the correct words from below to show how you will delete a file temporarily.

| File | left | right | shut down | delete |

2) Unscramble and fill in the blanks
For permanent deletion of any file

- select the _ _ _ _ _ (L I E F)

- press shift + _ _ _ _ _ key. (E D L T E E)

- (c) Click on _ _ _ _ _ _ button from warning window. (L E D E T E)

3) Select Right or Wrong:

a.

b. Sonu saves all the files and closes them before he shuts down the computer. ____________

Reema shuts down the computer without saving the files. ______________
4. Rahul wants to delete the paint file that he prepared in the first semester. Tell him what steps he should follow by arranging the following in proper order.

Select move to trash  
Select the file  
Right click the mouse  

5. Sita wants to delete the file she had prepared in class I. Tell her what steps she should follow by arranging the following in proper order.

Right click the mouse  
Select the file  
Press Shift+Delete